

Orientation and Procedures

Booksin Elementary Garden

Welcome to Booksin Garden! Thank you for taking the time to work with the students in the garden. Because many people share this garden, with its tools and gardening supplies, it is important to understand and follow the information below. Please read this before starting your class garden.

Outdoor Classroom

Located on the east side of the campus next to the parking lot. It has all of the class garden beds in it. It also has numerous wheelbarrows, compost piles, and a well-stocked tool shed.

Tool Sheds

The garden has two tool sheds that have an assortment of gardening tools shared among the classes.

- 1) Primary shed

This shed is located on southeast side of the garden. It houses almost every thing.

- 2) Outdoor shed

This shed is located just as you walk in through the gate. It houses the weed-eater and some sharper tools.

Combination to shed locks: Please obtain this through one of the garden managers.

Rules when working in the class garden

Before students start working in the garden, remind them of these rules.

1. Treat gardens with care.
 - Walk around the garden beds. Avoid walking on the soil in the garden. This compacts the soil and crushes plants.
 - Do not stand or walk on the borders around a garden. One slip and a seed just starting to sprout may be crushed.
 - Don't put trash in a garden, or anywhere but in the trash bins.
2. Respect other gardens.
 - Don't touch another garden without permission.
 - Leave the fruits and flowers for the owner to harvest.
 - Remember, a weed to you may be a precious plant to another garden's owner.

Tool and Equipment Procedures and Safety

1. It is often necessary to use water keys to turn on the water when watering gardens. You can find this in the big shed attached to a long piece of PVC pipe.

2. The sheds have been carefully organized; please return all the equipment to its assigned place.
3. Avoid using tools in crowded areas.
4. Take your time with the equipment. Wait until other people are out of the way before you begin.
5. Spading forks and shovels must be used with closed-toe shoes. No sandals!
6. No running while carrying tools. Walk please.
7. Keep tools below shoulder level.
8. Avoid injuries by placing tools out of the way in a pile, standing them up, or returning them to the storage area.

Wheelbarrows

There are at least three wheelbarrows in the primary shed for use with the primary gardens. If you need more, there are two more in the outdoor classroom.

1. Students may use the wheelbarrows with adult supervision.
2. Wheelbarrows are to be used for carrying dirt, rocks and plant material. They are not to be used to carry students.
3. Always walk with the wheelbarrow.

Don't forget to clean up!

1. When finished, clean all the equipment; use a brush and sand if necessary.
2. For clean up around garden beds on the asphalt, use a broom or water from a hose to clean the work area. There is a broom in the primary shed.
3. When finished, take a look around to be sure that all the equipment is put away and that everything is in order.

Rules and procedures for the Outdoor Classroom

Safety is extremely important. Just like at a swimming pool, it is necessary to remain constantly vigilant and monitor the students. Here are some things to remember:

1. Keep the gates closed. Always close the gate to the outdoor classroom when you enter and when you exit. Lock the gate whenever no one is in the outdoor classroom.
2. Students are never allowed in the outdoor classroom without adult supervision.
3. No running in the outdoor classroom.
4. Stay on the paths.

In an emergency, use the telephone in the Y care building. (that's the closest classroom to the gates of Outdoor Classroom.) If you have a cell phone, try to carry it. The office number is: (408) 535-6259.

Compost Piles

The outdoor classroom has a set of compost piles.

1. You can obtain compost for your class garden or other school projects from the pile on the far end.
2. You may put plant material such as leaves and weeds with no seeds in the closest pile.

3. Pernicious weeds and weeds with seeds must be dumped in the garbage cans.
4. The compost piles are for rotting plant material. No climbing or playing please.

Purchasing supplies

The garden has a very small budget from which seeds and other supplies and tools are purchased. For anything extra, you might consider setting up a class fund for the garden or check with your teacher. Of course any donation to your class is appreciated. Always save your receipts for tax purposes, and if funding becomes available you may be reimbursed.